
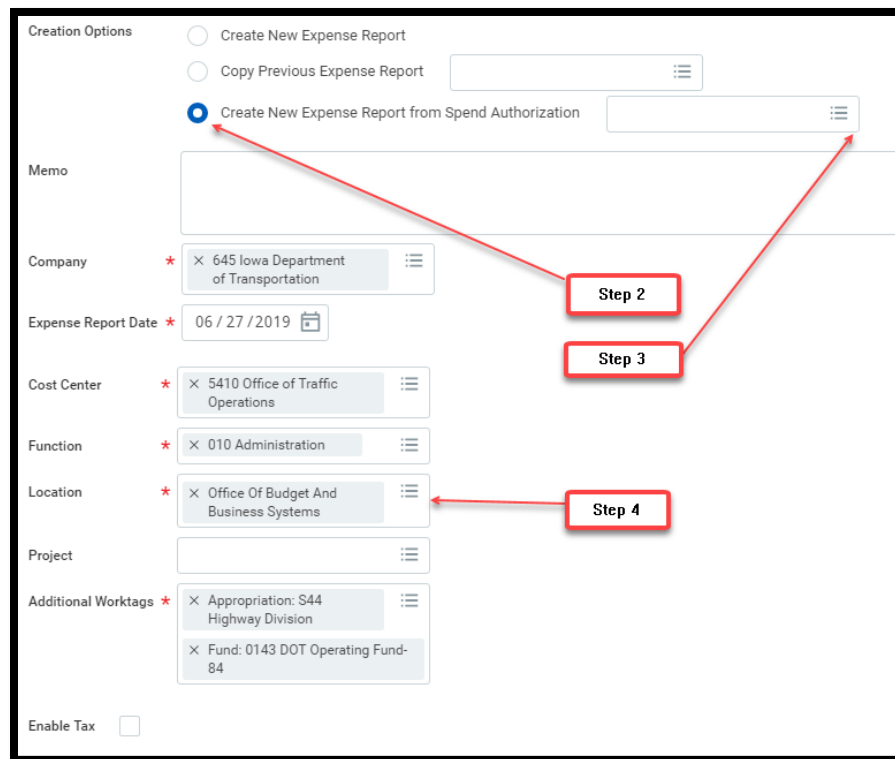


OUT OF STATE TRAVEL

Remember you must have a Spend Authorization (Travel Request) approved before submitting an Out of State Expense Report.

From the **Expenses** application:


1. Click the **Create Expense Report** button under Actions.
2. Select Create New Expense Report from Spend Authorization.
3. To select your spend authorization click the selection list  to the right of the box and select the appropriate spend authorization.
4. Fill in work **Location** not travel location





Creation Options


- ☐ Create New Expense Report
- ☐ Copy Previous Expense Report
- ☒ Create New Expense Report from Spend Authorization


Memo


Company * 

Expense Report Date * 

Cost Center * 

Function * 

Location * 

Project 

Additional Worktags *


- ☒ Appropriation: S44 Highway Division
- ☒ Fund: 0143 DOT Operating Fund-84

Enable Tax ☐

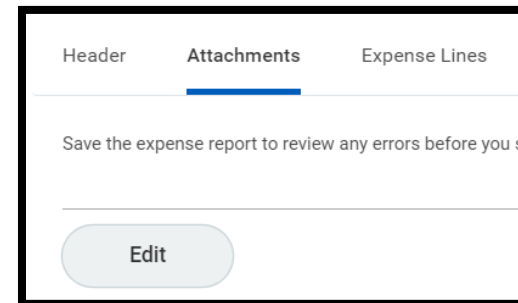
5. Click **OK**.
6. To add a new expense item, you will click the **Add** button



7. Complete all required fields, which could include Date, Expense Item, Total Amount, Destination, Actual Receipt Amount and others. See Picture on page 3 for helpful tips.

Note: You can add additional expense items by clicking the **Add** button from Step 6. Or you can delete a line item by clicking .

8. Attaching Receipts.
 - a. Click **Attachments** in the top row and then click **Edit** to open the screen to drag and drop or upload your receipts. They can be saved all in one file.



- b. Click **Save** once your document has been uploaded.



Note: There are two options for attaching receipts if you are creating an expense report on the computer. You can attach it to the report or to the line item. On a phone or tablet your choice will be limited to the line item. On a computer, we suggest creating a pdf with all receipts included and attaching to the report using the instructions provided in step 8. The DOT does not currently utilize the itemization step so please do not fill this in on the computer, it may be required if on the mobile app.

9. Click **Submit** when you are sure your expense report looks good and you are done adding to it.

Please refer to the image
on the following page for
helpful tips!

Expense Line

Date * 07 / 08 / 2019

Expense Item * X Out-of-State Lodging

Total Amount * 0.00

Currency * X USD

Memo

*Cost Center X 5410 Office of Traffic Operations

*Function X 010 Administration

*Location X Budget And Business Systems

Project

*Additional Worktags X Appropriation: S44 Highway Division
X Fund: 0143 DOT Operating Fund-84

Billable ☐

Item Details

Hotel

Destination *

Itemization

Remaining Amount to Itemize 0.00/0.00 USD

Non-Recurring Charges

Add

Attachments from File

Drop files here

or

Select files

Receipt Included ☐

Enter Date of Receipt

Select Expense Item

This is the total amount you spent.

Not Required, but might be helpful.

Only add if your expense is related to a project.

Click this button if you are attaching all receipts in the attachment tab. See Step 8.

This is where you went.

The DOT does not currently utilize this feature. Please do not use.